

IIF Project Notification & Information Form

To: Mike Coyle

Date: June 29, 2010

Description of Project: 3Q Proactive Event, "Hazard Identification, Risk Assessment in my workplace"

Desired Outcome: Increase competency in hazard identification and risk assessment and drive engagement in the use of LPSA.

- I. 3Q Themes
 - a. Increase Refinery Wide competency in Hazard Identification and Risk Assessment
 - b. "Every Task, The Right Way, Every Time"
 - c. LPSA will be re-enforced throughout the activities/ discussions
 - d. 1st and 2nd line supervisor engagement with their direct reports and with their managers

- II. Activities/ Discussions

Activities will be introduced over the course of 12 weeks – featuring shorter 20 minute activities/ discussions at the crew level. In addition to the discussions, supervisors and managers will have opportunities to discuss how their crews/ workgroups are responding to the discussions.

 - 1. July 12 - Kick Off – managers and supervisors will meet discuss the purpose and the "deliverable" of the quarter in their weekly/ monthly meetings. This meeting will provide and overview of the learning experiences as well ways supervisors can effectively engage with their crews/ direct reports.
 - 2. Intro Week – deliverable(s) identified
 - 3. Definitions – what are hazards, safeguards, risks, etc.
 - 4. Hazard Identification Tools – LPSA, Hazard Wheel, etc.
 - 5. Real life experiences
 - 6. Home
 - 7. Accountability – Personal Choices
 - 8. What risk do we live with?
 - 9. Overview of Risk Prioritization
 - 10. Other

- III. Summary

The 2010 IIFLT plan includes improving the individual's competency in hazard identification and increasing first and second line supervisor engagement in IIF. This 3Q proactive event is structured to take place over the course of 12 weeks – using existing planned safety meeting formats to facilitate learning and engagement that takes no more than 20 minutes per session.

Notes/ Feedback from Mike, Refinery General Manager: